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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **LIBRARY ASSOCIATE**  
**LIBRARY ASSOCIATE (Branch Supervisor)**

**DEFINITION**

Under general supervision, to perform specialized, para-professional library work; to assist in the operation of, or to operate a small to medium sized library branch facility; to supervise the circulation, distribution, or acquisition functions; and to perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The class of Library Associate is a para-professional class in the Librarian series. This class is distinguished from the Librarian level in that the incumbent is typically in support of a specialized library activity, in charge of a small to medium size library branch facility; or in charge of the circulation, distribution, or acquisition functions. Incumbents must exercise a specialized working knowledge of the principles of supervision and have the ability to instruct, coordinate, schedule, and supervise lower level support staff. Positions in this class may provide supervision over technical, clerical, and volunteer staff.

**REPORTS TO:** Varies

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher-level professional library staff. May exercise functional and technical supervision over technical, clerical, and volunteer staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plan, schedule, supervise, and participate fully in the day to day operations of a small to medium sized library branch; or supervise the circulation, distribution, or acquisitions functions.
- Supervise the mechanical maintenance and physical upkeep of the library.
- Interview and select staff; schedule, assign, train, review, and correct the work of assigned staff including entry level Library Associates, Library Technicians, Library Assistants, Library Pages, and volunteers.
- Serve the Central Library as well as all branches in regard to troubleshooting operating complaints, diagnosing sources of problems, and providing training to library staff.
- Explain policies, procedures, and objectives to the library circulation staff through written directives or oral communications.
- Assist in the development of special projects, programs, and services.
- Oversee and assist in processing inter-branch and interlibrary loans; review system book requests to determine alternative sources; receive and process reserve requests; search owned materials; request reference assistance from Central Library as needed.
- Search for bibliographic information; using bibliographic utilities, search for catalog records to match material; complete cataloging process.

- Place orders for library materials; monitor budget for fund availability; select and requisition office equipment and supplies.
- Maintain collection by searching for information concerning additions, replacements, and withdrawals; perform other inventory maintenance tasks as needed.
- Select and review books; check in new books and rotate “new” bookshelf; assist in arrangement of books and materials; make decisions on the disposition of outdated materials within assigned subject area.
- Develop, implement, and conduct a variety of library related educational programs and activities, including story hour, library tours, and instructional classes in library use as assigned.
- Participate in the preparation and presentation of workshops and training for staff development.
- Prepare reading lists and bibliographies; prepare bulletin board displays.
- Serve at the reference desk and respond to moderately difficult or technical reference and information questions.
- Supervise and assist in the registration of new customers; explain and enforce library policies and procedures; assist customers in selecting and in making effective use of library materials; instruct customers in the use of the library and availability of materials.
- Complete, or supervise completion of, a variety of complex clerical duties.
- Direct and participate in the maintenance of various files and records; prepare reports on circulation, registration, book stock, and collection of fines; compile statistics and data; tally daily cash receipts and prepare cash reports.

## **QUALIFICATIONS**

### **Knowledge of:**

- General principles and practices of public library services and programs.
- Library terminology and standard library practices, techniques, and record keeping methods.
- Principles of supervision, training, and performance evaluation.
- Basic reference methods, techniques, and sources used in library work.
- Basic methods, practices, and techniques used in library classification, acquisitions, and cataloging.
- Types and uses of books in the collection; book selection tools and reference materials.
- Modern office methods, procedures, and equipment.
- Computer equipment and electronic information sources.
- Principles of public relations.

### **Ability to:**

- Perform moderately complex request and reference work.
- Prepare and present comprehensive and clear oral and written reports.
- Analyze the library collection, conduct basic research, and recommend modifications.

- Effectively use book selection materials and methods; assist customers in the location and use of library resources.
- Perform professional tasks in the area of library collection, development, and circulation consistent with customer needs.
- Interview and select staff; organize work; supervise, train, and evaluate assigned staff.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Operate office machines, computers, terminals, and specialized library equipment.
- Communicate effectively orally and in writing; prepare and present comprehensive and clear, oral and written reports.
- Promote interest in library services; develop and conduct library education programs and activities.
- Read and interpret complex written materials.
- Maintain physical upkeep of the library.
- Lift 20-40 pounds (as required of some positions).

#### **Education and Experience:**

##### **Non “Branch Supervisor” Positions:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Possession of a Bachelors Degree (120 semester units) from an accredited college or university in Liberal Arts, Social Sciences, Education, or a related field.

Experience: Experience performing a wide variety of journey level clerical and/or technical duties is highly desirable.

##### **“Branch Supervisor” Positions:**

Education: Possession of a Bachelor's Degree (120 semester units) from an accredited college or university in Liberal Arts, Social Sciences, Education or related field.

Experience: Two years of experience equivalent to a Library Associate including experience with basic reference assistance, customer service, daily operations of a branch, and the operation of the library's automated circulation system

**MEDICAL CATEGORY:** Group 1

#### **NECESSARY SPECIAL REQUIREMENT**

Must be able to work part-time or irregular schedules including evenings and weekends.

Possession of, or ability to obtain, a valid Class “C” California Motor Vehicle Operator's License, which may be required at time of appointment.

#### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Library Associate

**TO:** Librarian